NAME OF POLICY	HEALTH AND SAFETY POLICY
APPROVED BY	PRINCIPAL & DIRECTOR
APPROVED ON	19th MARCH 2026
NEXT REVIEW	MARCH 2027
RELATED POLICIES	BEHAVIOUR MANAGEMENT POLICY, ANTI BULLYING POLICY, WELLBEING POLICY, E SAFETY POLICY, CHILD SAFEGUARDING POLICY

Distribution list:

- Principal & Director
- Designated Safeguarding Lead
- V.Ps
- Designated Child Protection Officer (HM of Phase)
- Deputy DSLs
- Supervisors
- School Counsellor
- Staff
- Students

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1 POLICY STATEMENT

Delhi Private School, Sharjah (DPS Sharjah) is committed to providing and maintaining a safe, healthy, secure, hygienic and environmentally responsible learning and working environment for students, employees, parents, visitors, contractors, vendors and all other people who may be affected by school activities.

The school recognizes that health, safety and environmental protection are integral to educational quality, student wellbeing, business continuity and responsible management. The school will prevent foreseeable injury, occupational ill health, unsafe conditions, avoidable incidents, environmental harm and damage to property through leadership, systematic risk assessment, effective supervision, preventive maintenance, suitable training, emergency preparedness and continual improvement.

The Principal and School Management shall provide leadership and oversight. Managers, employees, contractors and activity leaders shall implement the controls relevant to their work. Students and visitors shall follow safety instructions and report hazards. No operational, academic, financial or convenience consideration shall justify knowingly

exposing people to uncontrolled serious risks.

The school shall comply with applicable UAE federal legislation, Sharjah laws and decisions, SPEA requirements, Sharjah Prevention and Safety Authority (SPSA) / Sharjah Occupational Safety and Health System (OSHJ) requirements, Civil Defence and other competent-authority directions, and applicable permits, approvals and standards. Applicability and current versions must be verified by the designated responsible person before final approval.

This policy is supported by procedures, risk assessments, inspection checklists, emergency plans, training records, maintenance records and corrective-action registers. Implementation shall be reviewed at least annually and whenever significant changes, incidents, authority directions or new risks require earlier review.

2. PURPOSE AND OBJECTIVES

The purpose of this policy is to define the school's Health & Safety commitments, accountability, minimum controls, records and monitoring arrangements across all campus and school-organized activities.

- Prevent injury, ill health, fire, security-related harm, environmental pollution and avoidable property damage.
- Identify hazards systematically and reduce risks so far as reasonably practicable, using the hierarchy of controls.
- Maintain safe buildings, access routes, utilities, equipment, learning areas, sports facilities and welfare facilities.
- Protect children and other vulnerable people through suitable supervision, safeguarding interfaces, accessibility and emergency arrangements.
- Ensure contractors, vendors and visitors understand and comply with relevant school safety requirements.
- Prepare for foreseeable emergencies, practice response arrangements and learn from drills and incidents.
- Maintain reliable records to demonstrate implementation and support SPEA, SPSA/OSHJ, Civil Defence, Municipality and other applicable inspections.
- Promote consultation, reporting without retaliation for good-faith safety concerns, competence and continual improvement.

3. SCOPE AND APPLICATION

This policy applies to all school premises, buildings, grounds, entrances, gates, parking and vehicle movement areas, classrooms, offices, corridors, stairs, ramps, lifts, washrooms, laboratories, STEM facilities, workshops, clinics, swimming pool, sports and play areas, canteens, stores, plant rooms, construction/maintenance work areas and temporary facilities.

It applies during the school day, before and after school, during examinations, events, extracurricular activities, holiday programs, maintenance periods, school transport

operations and school-organized activities away from campus, including local and international trips.

It applies to the Principal, School Management, teaching and non-teaching staff, students, cleaning and ancillary staff, drivers, security personnel, clinic personnel,

contractors, subcontractors, canteen operators, suppliers, visitors, parents and event or trip participants. Where an activity is controlled by a third party, the school shall assess the interface and confirm that suitable safety arrangements are in place.

This policy works alongside safeguarding, student behavior, medical/clinic, transport, data protection, business continuity, security and other school policies. In the event of overlap, the relevant specialist policy and competent-authority requirements shall be read together; conflicting requirements must be escalated for resolution.

4. REGULATORY AND REFERENCE FRAMEWORK

The Health & Safety Department / designated compliance owner shall maintain a legal and other requirements register. The register must identify the applicable requirement, authority, responsible owner, evidence of compliance, review date and any actions needed. The following are reference points to verify for applicability and current revision; this list is not exhaustive:

- UAE federal legislation and executive regulations applicable to employment, occupational health and safety, public health, fire/life safety, environment, transport, education and child protection.
- Sharjah Occupational Safety and Health System (OSHJ), including current system requirements, applicable Codes of Practice and guidelines.
- Sharjah Private Education Authority (SPEA) requirements, school license conditions, inspection directions and approvals.
- UAE Civil Defence / competent fire authority requirements, approved fire and life-safety plans, alarm and firefighting system requirements and emergency instructions.
- Sharjah Municipality and other public-health requirements for food handling, canteens, drinking water, waste, pest control, hygiene and sanitation.
- Applicable school transport requirements and relevant Sharjah Roads and Transport Authority requirements for school buses and student transport.
- Requirements of competent authorities for building modifications, structural works, lifts, electrical systems, swimming pools, events, excursions and external activities.
- Manufacturer instructions, approved engineering documents, permits, insurance conditions and relevant recognized standards where applicable.

Legal applicability must be confirmed rather than assumed. The school shall not cite a permit, certificate, code or approval as valid unless the current document has been checked. The designated owner shall review regulatory changes at least annually and whenever an authority issues a relevant update.

5. DEFINITIONS AND PRINCIPLES

Term	Meaning
HSE	Health & Safety
Hazard	A source, situation or activity with potential to cause injury, ill health, damage or environmental harm.
Risk assessment	A structured process to identify hazards, evaluate risk and select controls.
Near miss	An unplanned event that did not cause injury or damage but had the potential to do so.
Corrective action	An action intended to remove the cause of a detected non-conformity or incident.
Competent person	A person with the necessary training, knowledge, experience and authorization for the task.
Permit to work	A documented authorization and control process for specified higher-risk work; it does not replace risk assessment or supervision.
Emergency	An event requires prompt action to protect life, health, property, security or the environment.

The school shall apply the hierarchy of controls: eliminate the hazard; substitute with a safer option; use engineering controls; apply administrative controls and supervision; and use suitable personal protective equipment (PPE) as a supplementary or final layer. Controls must be proportionate to risk and appropriate for children and other people who may be affected.

6. HEALTH & SAFETY GOVERNANCE AND RESPONSIBILITIES

Role	Minimum responsibility
Principal and School Management	Approve this policy and provide leadership, resources and oversight; ensure responsibilities are assigned; review significant risks, incidents, audit findings and overdue actions; authorize suspension of unsafe activities; review performance and approve major changes.
Health & Safety Department / designated Health & Safety Officer	Maintain the HSE management framework, legal register, risk-assessment process, audit plan, incident reporting and corrective-action tracking; provide advice and training coordination; monitor trends; support authority inspections; escalate serious or overdue issues. The HSE role does not remove line managers' responsibility for their areas.
School Operations / Administration	Coordinate operational controls, maintenance planning, contractors, cleaning, waste, transport interfaces, arrival/dispersal, visitor access, events and facilities records; ensure work is planned and supervised.
Facilities / Maintenance team	Conduct or coordinate planned and reactive maintenance; isolate unsafe equipment; use competent people; control work areas; maintain work orders, inspections, test

	certificates and handover records; promptly report defects.
Academic leaders / teachers / activity leaders	Apply classroom and activity controls; supervise students; communicate hazards; complete relevant activity risk assessments; maintain safe routes and headcounts; report incidents and stop unsafe activities.
Clinic / medical team	Maintain approved clinic and first-aid arrangements; manage medical response within professional scope; maintain confidential medical records; coordinate emergency referral and parent communication under school procedure.
Transport coordinator / drivers / bus attendants	Apply authorized transport procedures, vehicle checks, safe boarding/alighting, student headcounts, emergency arrangements and incident reporting; ensure required driver and vehicle documents are valid.
Security personnel / reception	Control access according to school security procedures; verify visitor authorization; maintain visitor logs; report suspicious behavior or objects; support emergency communications and gate/traffic controls.
Cleaning / ancillary team	Follow cleaning schedules, chemical controls, PPE and safe storage; display wet-floor warnings; segregate waste; report defects, spills, pests and unsafe conditions; never mix chemicals unless specifically authorized by approved instructions.
Canteen operator / food service provider	Meet applicable food-safety and permit requirements; maintain hygiene, temperature control where relevant, safe equipment, allergen information and traceability; train staff; report suspected foodborne illness and remove unsafe food.
Contractors / vendors / service providers	Provide required approvals, competent staff, risk assessments and method statements where required; attend induction; follow permits and isolation controls; protect students and staff; maintain barriers and housekeeping; report incidents and restore areas safely.
Employees and students	Follow safety rules and instructions; use equipment properly; report hazards, near misses and incidents promptly; participate in training and drills; do not bypass safeguards or interfere with emergency equipment.
Parents / visitors	Follow sign-in, escort, access, traffic and emergency instructions; remain in authorized areas; report hazards; do not access restricted areas without permission.

School Management shall appoint named persons for each operational responsibility in an internal responsibility matrix. Deputies shall be identified for absence or emergencies. Appointment titles do not imply that an individual has been appointed unless the school records and communicates that appointment.

7. PLANNING, RISK ASSESSMENT AND CHANGE MANAGEMENT

7.1 Risk assessment

- Maintain a risk register covering routine, non-routine and emergency situations, including persons at risk, existing controls, initial risk, further controls, responsible person, target date and residual risk.
- Complete or review assessments before new activities, equipment, chemicals, events, trips, construction/maintenance work or significant changes are introduced.
- Consider students by age and ability, students of determination, staff, contractors, visitors, expectant or otherwise vulnerable people where relevant, and simultaneous activities.
- Use the school's approved risk matrix consistently. Risk ratings must be based on the actual likelihood and severity criteria defined in the risk-assessment procedure; do not assign residual ratings until controls are in place and verified.
- Consult the people doing the work and relevant specialists. Escalate high or intolerable risks to management and do not start or continue the activity until adequate controls are approved.
- Review assessments after an incident, near miss, audit finding, new information, change in law or equipment, or evidence that controls are ineffective.

7.2 Safe systems of work permits/approval

Higher-risk work shall be planned and controlled through task-specific risk assessment, method statement where appropriate, competent supervision, isolation/lockout where

needed, barriers and warning signs, permit-to-work where required, emergency arrangements and formal handover. Examples may include hot work, electrical work, work at height, confined-space entry, excavation, lifting operations, work near students or live traffic, and work on or near water. The school shall define permit triggers and authorized issues in its permit or approval procedure.

7.3 Management of change

Before modifying buildings, routes, gates, fire systems, utilities, access controls, CCTV, lifts, pool systems, laboratory equipment, occupancy or activity arrangements, the manager responsible shall obtain required approvals, assess risk, update drawings/procedures, communicate the change and verify safe completion before use.

8. INFRASTRUCTURE, BUILDINGS AND MAINTENANCE

- Buildings, structures, roofs, ceilings, fades, doors, windows, boundary walls, handrails, floors, stairs, ramps, paths and parking areas shall be maintained in safe condition. Defects affecting structural integrity, falling objects, access or regress shall be escalated immediately.
- Maintain a documented asset register and planned preventive maintenance schedule for safety-critical systems and equipment, including fire alarms, firefighting

equipment, emergency lighting, electrical systems, lifts, pool plant, ventilation, water systems and other equipment identified by risk assessment.

- Record reactive maintenance requests, risk priority, assigned technician/vendor, completion date, testing/verification and closure. Open hazards shall be controlled by isolation, barriers, warning signs or other interim measures until repair.
- Electrical work shall be performed only by competent and authorized persons. Damaged cables, exposed conductors, overloaded sockets, unsafe extensions and unauthorized electrical modifications shall be removed from service and reported. Isolation and verification shall be used where required.
- Fire doors, exits, corridors, staircases, assembly routes and access to fire equipment shall remain unobstructed. Fire doors shall not be wedged open unless an approved system permits this safely.
- Lifts shall be maintained, inspected and certified as required by applicable requirements and manufacturer/competent-person recommendations. Emergency communication and rescue arrangements shall be known; untrained persons shall not attempt to lift rescue.
- Ramps, handrails, steps, accessible routes and lifts shall be kept usable and free from obstruction. Access for students and visitors with mobility needs shall be considered in risk assessments and emergency plans.
- Construction and maintenance zones shall be segregated from students and the public using suitable barriers, signs, access control and supervision. Work shall be scheduled to minimize exposure, and handover shall confirm the area is safe before reopening.
- Water tanks, drinking-water systems, HVAC, drainage, pest-control systems and other hygiene-critical infrastructure shall be maintained and serviced at required intervals by competent providers. Certificates and reports shall be retained where applicable.

- New buildings, modifications and major equipment shall not be brought into use until required authority approvals, testing, commissioning, safety information, training and handover documents have been verified.

Records: asset register; maintenance plan; work orders; inspection and test reports; permits; isolation records; contractor documents; commissioning and handover records; defect and corrective-action register.

9. FIRE PREVENTION AND EMERGENCY PREPAREDNESS

9.1 Fire prevention

- Maintain current approved fire and emergency plans, escape-route drawings, assembly-point arrangements, emergency contacts and role assignments at suitable locations.

- Keep escape routes, exit doors, fire doors, fire alarm call points, extinguishers, hose reels, hydrants, electrical panels and emergency equipment accessible and clearly identified.
- Do not permit unauthorized storage in electrical rooms, plant rooms, staircases or escape routes. Control ignition sources, combustible storage, charging areas, cooking and hot work through approved procedures.
- Ensure fire detection, alarm, emergency lighting and firefighting systems receive required inspection, testing and maintenance by competent approved providers. Defects must be risk-assessed and escalated, with compensatory measures implemented where necessary.
- Only trained and authorized people may use fire extinguishers, and only when it is safe to do so, the fire is small, the correct extinguisher is available, and a clear escape route remains. Evacuation and alarm raising take priority over firefighting.

9.2 Evacuation and drills

- Maintain an emergency response plan for fire and other credible emergencies. It shall cover alarm raising, evacuation, assistance for students of determination, class/area sweeps by designated staff where safe, assembly, roll call, missing-person escalation and re-entry authorization.
- Conduct drills at the frequency required by the applicable authority and school-approved annual schedule. Include relevant shifts, buildings and groups; record the date, scenario, alarm/evacuation timings where measured, attendance, observers, issues, corrective actions and closure evidence.
- Do not invent or retrospectively create drill records. A planned drill is not recorded as completed until it has occurred and its results have been documented.
- After a drill, review alarm audibility, route suitability, congestion, staff roles, headcount accuracy, accessibility, communication and any delays. Assign actions and verify closure.
- Re-entry after an emergency shall be authorized only by the designated incident controller or competent authority as applicable.

9.3 Other emergencies

The emergency plan shall address, as relevant, medical emergency, severe weather or heat, utility failure, hazardous-material spill, pool emergency, missing child, security incident, suspicious package, external threat, transport incident, structural concern and any other scenario identified by risk assessment. Emergency contacts and escalation routes must be verified and kept current.

10. SECURITY, THREAT AWARENESS AND SAFEGUARDING INTERFACE

- Access to the campus shall be controlled through approved reception, visitor identification, authorization, sign-in/sign-out, badges or escorts as applicable. Visitors and vendors shall not enter classrooms, laboratories, plant rooms or other restricted areas without permission.

- Security arrangements, CCTV and access-control systems shall be managed by authorized personnel, with privacy and data protection requirements observed. CCTV shall not be treated as a substitute for physical supervision, safeguarding or incident reporting.
- Staff shall receive role-appropriate awareness on security alerts, suspicious behavior or objects, lockdown/shelter arrangements, communication channels and their duties during emergencies.
- Threat response plans and safe-zone arrangements shall be approved by school management and aligned with instructions from competent UAE and Sharjah authorities. Staff shall follow official directions and the school's current emergency plan.
- During an external threat, staff shall use the designated response—such as sheltering, moving to an identified safer internal area, lockdown or evacuation—only as directed by the approved plan and current authority instructions. Do not approach, touch, move or investigate a suspicious object; isolate the area, prevent access and notify security/authorities through the approved channel.
- Threat drills or awareness sessions shall be risk-based, age-appropriate and coordinated with school leadership. Avoid actions that expose students or staff to unnecessary risk or interfere with emergency services.
- Any concern involving child protection, violence, harassment or inappropriate access shall also be reported through the school's safeguarding and behavior procedures. HSE incident reporting does not replace safeguarding escalation.

Records: visitor logs; access-control authorizations; security incident reports; current threat response plan; staff awareness and training records; action logs; authority communications were retained lawfully.

11. SCHOOL TRANSPORT, ARRIVAL AND DISPERSAL

- Maintain a traffic management plan showing authorized vehicle routes, pedestrian routes, bus areas, parent drop-off/pick-up zones, gate responsibilities, speed controls and emergency access.
- Separate pedestrians from moving vehicles as far as practicable. Use trained staff at designated crossing, gate and dispersal points during peak periods, with high-visibility clothing where risk assessment requires it.
- Parents and visitors should follow the school's traffic instructions and must not stop, park, reverse or wait in ways that block emergency access, bus movements or pedestrian routes.
- Bus boarding shall be supervised in designated safe locations. Students shall be accounted for in accordance with transport procedures; drivers and attendants shall complete required checks and never leave a child unattended on a bus.

- Vehicles shall be maintained and operated in accordance with applicable requirements. Required driver’s licences, vehicle permits, insurance, inspection and

safety equipment documentation shall be checked by the transport responsible owner.

- Drivers must not use handheld phones while driving, drive while fatigued or impaired, exceed applicable speed limits, or operate vehicles with safety-critical defects. Defects and incidents shall be reported promptly.
- Emergency access routes and fire lanes shall remain clear. Changes to gate use, vehicle flow or RFID/access arrangements shall be accessed and communicated before implementation.
- Review arrival/dispersal incidents, congestion, near misses and parent feedback; adjust staffing, signs, barriers or routes where needed.

Records: traffic plan; daily/periodic deployment checks; bus and vehicle inspection records; driver/attendant training; student attendance/headcount records; incident/near-miss logs; corrective actions.

12. HOUSEKEEPING, CLEANING AND HYGIENE

- Maintain documented cleaning schedules for classrooms, offices, corridors, stairs, washrooms, clinics, canteens, laboratories, pool changing areas, sports areas and other facilities, with responsibility and frequency defined by use and risk.
- Spills shall be isolated and cleaned promptly. Wet-floor signs and barriers shall be used until surfaces are safe. Broken glass, bodily fluids, sharps and other hazardous waste shall be managed by trained staff using appropriate PPE and approved procedures.
- Cleaning chemicals shall be approved for the intended use, labelled, stored securely in designated ventilated areas, and accompanied by accessible safety data sheets or equivalent hazard information where required. Chemicals shall never be mixed unless specifically permitted by the product instructions and approved procedure.
- Cleaning staff shall receive induction on chemical handling, dilution, PPE, manual handling, equipment uses, heat stress, slip prevention, waste segregation and emergency reporting.
- Washrooms should be checked at defined intervals for cleanliness, soap, hand-drying supplies, water, drainage, leaks, damage and safe floors. Inspection frequency shall reflect occupancy and peak use.
- Cleaning equipment, carts, cables and supplies shall not obstruct corridors, fire exits, accessible routes or student movement. Machines shall be used only by trained staff and isolated before maintenance.
- Maintain pest-control arrangements through authorized providers and investigate signs of infestation. Fogging or other chemical treatment shall only be conducted under an approved plan, with area isolation, required notification and re-entry controls.
- Housekeeping inspections shall identify damaged furniture, sharp edges, loose tiles, trip hazards, unsafe storage, blocked vents, poor lighting and other defects for correction.

Records: cleaning schedules and checklists; chemical inventory and safety data; staff training; washroom inspection sheets; pest-control reports; waste transfer records; spill

and corrective-action logs.

13. CANTEENS, FOOD SAFETY AND DRINKING WATER

- Canteen operators and food service providers shall hold and maintain all permits, approvals and training required by the competent authorities and the school contract. The school shall verify relevant documentation before work starts and at renewal.
- Food shall be sourced from approved suppliers, stored and prepared hygienically, protected from contamination and served at safe temperatures appropriate to the food and applicable requirements.
- Food handlers shall follow hand hygiene, illness reporting, protective clothing, cleaning, pest prevention and safe food handling procedures. People who may contaminate food through illness or open wounds shall be managed in accordance with applicable health requirements.
- Food allergen information shall be communicated accurately where required. Special dietary needs shall be managed through the school's approved medical, parent and food-service arrangements; staff shall not make unsupported assurances about allergen absence.
- Cooking, heating, refrigeration, electrical appliances, gas or other energy sources, grease management and fire controls shall be maintained and inspected as applicable. Unsafe equipment shall be isolated and reported.
- Maintain cleaning and disinfection schedules, temperature logs where applicable, stock rotation, expiry checks, supplier/food traceability, pest-control records and food waste arrangements.
- Drinking-water systems, dispensers and storage tanks shall be cleaned, tested or serviced at required intervals by competent providers. Reports and remedial actions shall be retained. Any suspected contamination shall be escalated promptly and affected supplies taken out of use pending assessment.
- Suspected food poisoning, contamination or allergen incident shall trigger prompt medical support, preservation of relevant records/samples where directed, parent and authority notification as required, and investigation through the approved procedure.

Records: licences/permits; food-handler training and health documentation as required; supplier records; cleaning and temperature logs; expiry and traceability records; pest-control records; water cleaning/testing certificates; complaints, illness and corrective-action records.

14. LABORATORIES, STEM, WORKSHOPS AND HAZARDOUS SUBSTANCES

- Each laboratory, STEM room, workshop, engineering graphics room and specialist learning area shall have a current area-specific risk assessment and written safe-use instructions appropriate to the equipment, substances, age group and activity.
- Access should be supervised and limited to authorized persons. Students shall receive activity-specific safety instructions before practical work and shall not use hazardous equipment or substances without required supervision.
- Maintain an inventory of chemicals and hazardous substances. Label containers, retain safety data sheets where applicable, segregate incompatible substances, limit quantities to operational needs and store substances securely in suitable designated cabinets/areas.

- Provide and maintain suitable eyewash, spill kits, first aid, ventilation, extraction, emergency shut off and PPE where indicated by risk assessment. Check that controls are accessible, functional and appropriate for the hazard.
- Use equipment only for its intended purpose and in accordance with manufacturer instructions. Guard moving parts, inspect electrical leads, secure gas cylinders were used and controlling heat sources, lasers, compressed gases and sharp tools through task-specific procedures.
- Chemical spills, exposure, burns, cuts, equipment failure and near misses shall be reported immediately. Only trained people may respond to spills, and evacuation/medical referrals shall be used where required.
- Dispose of chemical, biological, sharps, electronic and other specialist waste through approved routes. Do not discharge hazardous substances into drains or mix hazardous waste with general waste unless specifically authorized.
- Laboratory teachers and technicians shall confirm room readiness, equipment condition, emergency access and student supervision before each practical session.

Records: area risk assessments; chemical inventory and safety data; equipment inspection/maintenance; staff competency; practical-session safety instructions; waste records; spill/incident reports.

15. SWIMMING POOL AND AQUATIC ACTIVITIES

- The swimming pool shall operate only under an approved pool safety procedure and current risk assessment, with clear opening conditions, supervision ratios/competence, user eligibility, access control and emergency arrangements.
- Qualified and authorized lifeguard/supervision arrangements shall be determined by applicable requirements and the pool risk assessment. Pool use shall not begin unless required supervision, rescue equipment, communication and emergency arrangements are in place.

- Maintain pool water quality, circulation, filtration, chemical dosing, ventilation, plant-room security and required testing/servicing records. Chemical storage and handling shall be controlled by trained authorized personnel.
- Pool decks, changing rooms, showers, access routes and surrounding floors shall be inspected for slip hazards, broken fittings, poor drainage, sharp edges and obstruction. Damaged or unsafe areas shall be isolated.
- Students shall be supervised during entry, changing, swimming and exit. Attendance and headcounts shall be maintained; students shall not enter the pool outside authorized sessions or without the required supervision.
- Rescue equipment, first aid, emergency communication and pool evacuation arrangements shall be checked at the frequency set by the pool procedure. Emergency drills or scenario practice shall be conducted as required by risk assessment and applicable guidance.
- Incidents, water-quality failures, equipment defects, missing rescue equipment or inadequate supervision shall result in suspension of pool use when safety cannot be assured, with reopening authorized by the designated responsible person after verification.

Records: pool risk assessment; supervision/competency records; pool attendance; water quality logs; chemical inventory and safety data; plant maintenance; equipment checks; incident and emergency drill reports.

16. PLAYGROUNDS, SPORTS AND PHYSICAL EDUCATION

- Playgrounds, sports courts, cricket nets, gym or fitness equipment and outdoor activity areas shall be risk-assessed and inspected at defined frequencies, including before use where appropriate.
- Inspect surfaces, anchoring, netting, fencing, goalposts, equipment stability, sharp edges, drainage, shade, heat exposure and access/egress. Defective equipment shall be taken out of use and marked or isolated.
- Activities shall be suitable for age, ability, weather conditions and participant numbers. Teachers/coaches shall provide safety instructions, appropriate supervision and suitable protective equipment where needed.
- Heat and weather risks shall be monitored in accordance with current authority instructions and school procedures. Modify, postpone or cancel activities when conditions or equipment make safe participation uncertain.
- First aid, communication, hydration, emergency access and student accountability shall be considered in activity planning. Injuries and near misses shall be reported and reviewed.

17. EVENTS, ASSEMBLIES AND SCHOOL ACTIVITIES

- Events, assemblies, performances, examinations, sports days, fairs and extracurricular activities shall be approved through the school's event-planning process and assessed according to scale and risk.

- The event organizer shall confirm expected attendance, venue capacity, entry/exit routes, crowd flow, seating, stage and temporary structures, electrical supply, sound/light equipment, weather, first aid, security, accessibility and emergency arrangements.
- Temporary installations, decorations, cables, stages, tents, food service and external equipment shall be installed by competent providers where required and shall not obstruct exits, alarms, sprinklers, extinguishers or accessible routes.
- External speakers, suppliers and event vendors shall receive relevant instructions and provide required approvals, competency evidence and insurance where applicable.
- Named event leads and deputies shall be briefed on emergency actions, communication, lost-child/missing-person arrangements, incident reporting and the point at which an activity must stop.
- After higher-risk or large events, the organizer shall review incidents, attendance, crowd management and lessons learned, and close corrective actions.

18. LOCAL AND INTERNATIONAL EDUCATIONAL TRIPS

- Every trip shall receive approval under the school's trip authorization process and have a documented activity-specific risk assessment proportionate to destination, travel mode, activities, duration, accommodation and participant needs.
- Trip planning shall include verified venue/provider suitability, transport and driver/vehicle compliance, supervision and student-to-adult arrangements, participant lists, parent consent, medical and accessibility needs, emergency contacts, insurance and contingency plans.
- For international trips, the school shall verify passport/visa and entry requirements, travel and medical insurance, destination risks, local emergency contacts, accommodation safety, communications, supervision, lost-person arrangements and a contingency/early-return plan.
- Where applicable, obtain education-authority and other competent-authority approvals before trips or external activities. For overseas travel, check current UAE Ministry of Foreign Affairs advisories and any relevant registration requirements for participants, including UAE nationals where applicable.
- Trip leaders shall brief students and accompany adults on behavior, boundaries, transport, buddy systems, headcounts, medication arrangements, emergency communication, local laws and reporting routes before departure.
- Headcounts shall be completed at departure, arrival, transfers and other defined control points. Any missing student or serious incident shall trigger immediate escalation under the trip emergency plan.
- Activities involving water, heights, adventure sports, animals, specialist equipment or other elevated risks require additional assessment and suitable competent supervision. A trip shall be modified, postponed or cancelled if risks cannot be controlled adequately.
- Following return, the trip leader shall record incidents, near misses, supplier issues and lessons learned.

Records: approvals; risk assessments; itinerary; participant and emergency lists; consent; insurance; transport/provider documents; briefing records; medical arrangements; incident reports; post-trip review.

19. CONTRACTORS, VENDORS AND SERVICE PROVIDERS

- Before engagement, the school owner responsible shall check the provider's scope, require trade/authority approvals, insurance, competency, relevant certificates, risk assessments and method statements where require.
- Contracts and purchase orders shall define applicable safety requirements, site rules, supervision, working hours, student segregation, reporting, waste disposal, emergency response and responsibility for permits and approvals.
- Contractors shall receive site induction and be briefed on emergency exits, assembly points, access restrictions, safeguarding, traffic, no-smoking rules, welfare facilities and incident reporting.
- High-risk work shall not begin until required permits, isolations, barriers, competent supervision and emergency controls are verified. Work affecting fire systems, utilities, structural elements, lifts or other safety-critical systems requires specific authorization and safe handovers.
- Contractors shall keep work areas orderly, secure tools and materials, prevent dust/noise/chemical exposure, protect students and staff, and remove waste through approved routes.
- School representatives shall monitor work proportionate to risk. Unsafe work may be stopped and the area isolated until corrective action is verified. Repeated or serious non-compliance shall be escalated and may result in removal from site or contractual action.
- Service-provider certificates, reports, expiry dates and corrective actions shall be tracked. A contract being active does not prove that a specific inspection, treatment or maintenance visit has occurred.

Records: contractor register; contract and approvals; insurance; inductions; risk assessments/method statements; permits; service reports; inspection/certification; non-compliance and corrective-action records.

20. OCCUPATIONAL HEALTH, WELFARE AND FIRST AID

- Provide welfare facilities, drinking water, suitable rest arrangements and sanitary facilities appropriate to staff and site conditions, in line with applicable requirements.
- Assess occupational health risks such as manual handling, ergonomics, cleaning chemicals, noise, heat, biological exposure, fatigue and psychosocial stress where relevant, and implement proportionate controls.
- First-aid provision, clinic operations, trained responders, equipment and emergency medical referrals shall be established according to applicable requirements and the

school's risk profile. Emergency contact details shall be current and accessible to authorized personnel.

- Medical information shall be handled confidentially and accessed only by authorized people for legitimate purposes. Student medical needs relevant to school activities shall be managed through approved clinic, safeguarding, parent and trip procedures.
- Employees shall report work-related injury, ill health, exposure or unsafe conditions promptly. Fitness-for-task or occupational-health requirements shall be managed lawfully and proportionately.
- Emergency arrangements shall include students and visitors with disabilities or temporary mobility limitations, including assistance and evacuation arrangements that do not depend on untrained improvisation.

21. ENVIRONMENTAL MANAGEMENT AND WASTE

- Prevent pollution and unnecessary resource use through responsible water and energy use, maintenance, purchasing and waste management.
- Segregate general, recyclable, food, medical, chemical, electronic and other controlled waste according to applicable requirements and approved contractor arrangements.
- Medical waste shall be handled by authorized clinic personnel and collected by an appropriately licensed provider, with required manifests or collection records retained.
- Chemicals, oils, pool chemicals, cleaning agents and other potentially polluting materials shall be stored securely with suitable secondary containment where required. Spills shall be contained and reported by trained people.
- Maintain waste collection schedules and ensure bins, storage areas and collection points do not create fire, pest, odor, access or hygiene risks.
- Monitor water leaks, abnormal energy use, drainage problems, odors, pest activity and environmental complaints. Investigate and correct issues.

22. TRAINING, COMMUNICATION AND CONSULTATION

- Provide HSE induction for employees and relevant contractors before work or access begins, including emergency arrangements, reporting routes, restricted areas and role-specific controls.
- Maintain a training matrix identifying mandatory/role-specific training, competency requirements, refresher dates and evidence. Examples include fire wardens, first aid, lifeguarding, laboratory safety, chemical handling, electrical safety, work at height and permit-to-work roles, as applicable.
- Deliver student safety awareness in age-appropriate language and formats, including hygiene, safe movement, laboratory rules, pool safety, transport, emergency drills and threat awareness.
- Communicate significant hazards, changes, lessons learned and emergency instructions through authorized channels. Ensure non-English-speaking workers can understand safety-critical instructions.

- Provide a route for employees and contractors to raise safety concerns. Reports made in good faith shall be treated seriously and must not result in retaliation.
- Use drill debriefs, toolbox talks, staff meetings, student awareness and contractor briefings to reinforce lessons and monitor understanding.

23. INCIDENT REPORTING, INVESTIGATION AND CORRECTIVE ACTION

- All injuries, occupational ill health, dangerous occurrences, fires, security events, property damage, environmental releases, unsafe conditions and near misses shall be reported promptly through the school's approved channel.
- Where there is immediate danger, protect life first: raise the alarm, summon emergency assistance, stop the activity if safe, isolate the area and notify the designated incident controller.
- The manager responsible and HSE lead shall determine investigation depth based on actual/potential severity and legal reporting requirements. Preserve evidence where appropriate and protect confidentiality.
- Investigations shall identify immediate causes, underlying/system causes and effective preventive actions, not merely assign blame. Required notifications to authorities, insurers, parents or other parties shall be made by authorized personnel within applicable time limits.
- Every action shall have an owner, due date, priority and closure evidence. High-risk actions shall be escalated; interim controls shall remain until permanent controls are verified.
- Share relevant lessons without disclosing confidential personal information. Update risk assessments, procedures, training or maintenance plans when findings indicate a need.

Minimum incident record fields: date/time; location; persons involved; event description; actual and potential consequence; immediate controls; notifications; investigation findings; root/underlying causes; corrective action owner and due date; verification and closure date.

24. INSPECTIONS, AUDITS AND PERFORMANCE MONITORING

The school should implement a risk-based inspection and audit program. As an internal minimum, formal HSE audits should be planned monthly, with additional checks at frequencies determined by risk, occupancy, authority requirements and operational conditions. The schedule below is a proposed control framework; the school must assign owners and record actual completion.

Monitoring activity	Minimum proposed frequency	Owner	Evidence
Formal campus HSE audit	Monthly; plus, risk-based follow-up	Health & Safety lead / assigned auditor	Completed checklist, findings and actions
Daily/operational area checks	Before use or each operating day where	Area owner / duty team	Checklist or log appropriate to

	relevant		risk
Washroom and cleaning checks	At scheduled intervals based on occupancy, review peak periods	Cleaning supervisor / operations	Cleaning and inspection records
Fire systems and emergency equipment	As required by applicable requirements, approved maintenance plan and manufacturer	Facilities / approved provider	Service/test reports and defect closure
Risk assessment review	At least annually and on trigger events	Health & Safety Officer	Version-controlled risk assessment
Contractor documentation and work controls	Before work and during work as risk requires	Contract owner / site supervisor	Induction, permits, checks and reports
Pool, lab and specialist equipment checks	Before use and at prescribed service intervals, as applicable	Area owner / competent provider	Pre-use checks, logs, service reports
Drill debriefs and action review	After each drill	Emergency Response Team	Drill report and action register
Management HSE review	At least annually, quarterly review recommended	Principal and School Management	Meeting minutes and decisions

Performance indicators may include audit completion, high-risk actions overdue, repeat findings, incident and near-miss trends, training completion, maintenance backlog, drill actions closed, contractor non-compliance and waste/resource indicators. Targets shall be approved by management after a baseline is established; do not claim targets have been achieved without evidence.

25. RECORDS, DOCUMENT CONTROL AND DATA PROTECTION

- Maintain controlled current versions of this policy, supporting procedures, risk assessments, emergency plans, site maps, checklists and forms. Withdraw obsolete versions from points of use.
- Records shall be legible, attributable, dated, retrievable and protected against unauthorized change or disclosure. Retention periods shall follow applicable law, authority requirements, contracts and the school's approved retention schedule.
- Maintain an HSE master register identifying record type, owner, storage location, retention period, access rights and review date.

- Personal, medical, student, visitor, security and CCTV records shall be accessed and shared only by authorized persons for legitimate purposes and in accordance with applicable privacy/data-protection requirements.

- Where a record is missing, incomplete or not yet created, record the gap and assign corrective action. Do not fabricate, backdate or imply that a check, drill, inspection or approval occurred when it did not.

26. NON-COMPLIANCE AND ENFORCEMENT

Any person who identifies an imminent or danger shall raise the concern immediately and, where safe and authorized, stop the affected activity or prevent access. The manager responsible shall isolate the hazard, assess risk and implement interim controls pending permanent correction.

Non-compliance shall be recorded, risk-rated and assigned for correction. Serious or repeated breaches shall be escalated to School Management and may lead to removal from a work area, suspension of an activity, contractor action or disciplinary/other action under applicable school procedures and law. Responses should be proportionate, fair and consistent.

No person shall restart an activity, reopen an isolated area or remove a critical safeguard until the authorized responsible person confirms that the necessary controls are in place.

27. REVIEW AND CONTINUAL IMPROVEMENT

The policy shall be reviewed at least annually and earlier if there is a significant incident, change to school operations or infrastructure, new or amended legal/authority requirement, audit finding, change in the school's risk profile or evidence that existing controls are ineffective.

The HSE lead shall coordinate the review with relevant departments and submit proposed changes to the Principal and School Management. Approval, effective date, revision history and communication of changes shall be recorded. The annual review shall consider incident trends, risk assessments, audit results, maintenance performance, training, contractor performance, drills, complaints and lessons learned. Policy approval does not by itself demonstrate implementation. Each requirement must be translated into assigned responsibilities, procedures, resources and records.

APPENDIX — MINIMUM MONITORING SCHEDULE

The following is a planning baseline, not a record of completed inspections. Management shall confirm the frequencies against current law, authority requirements, manufacturer instructions, service contracts and the risk assessment.

Area / control	Planning baseline	Responsible owner	Record / escalation
Campus-wide formal Health & Safety audit	Monthly	DSL led / assigned auditor	Audit report; high-risk issues escalated promptly
Classrooms, corridors, stairs	Daily/operational checks and scheduled	Area owners / operations	Checklist: blocked egress corrected

and exits	formal inspection		immediately
Washrooms and cleaning	Scheduled checks throughout operating day based on use	Cleaning supervisor	Cleaning/stock/defect log
Maintenance defects	At receipt; priority based on risk; verify closure	Facilities / operations	Work order and close-out evidence
Fire systems and equipment	Approved statutory/service schedule	Facilities / approved provider	Certificates, test reports, defect actions
Laboratories and STEM	Pre-use checks where relevant plus scheduled inspection	Lab/STEM lead	Checklist and equipment records
Pool	Before sessions and at technical intervals required by procedure	Pool operator / designated lead	Water, equipment, supervision and maintenance logs
Play/sports equipment	Pre-use and periodic checks based on risk	PE / facilities	Inspection record and isolation of defects
Canteen and food hygiene	Routine operational checks plus scheduled provider review	Operations / canteen operator	Food safety checklist and corrective actions
Transport and dispersal	Every operating day / each relevant departure as required	Transport coordinator / duty lead	Vehicle, attendance and deployment records
Contractor works	Before start and during work proportionate to risk	Contract owner / supervisor	Induction, permit, inspection and handover
Drills	Annual approved schedule and authority-required frequency	Emergency coordinator	Drill report and action closure
Health & Safety Department review	At least annually, quarterly review recommended	Principal and School Management	Minutes, decisions and action owners

THIS POLICY WILL BE REVIEWED ANNUALLY.